Authorisation control

In Webdesk EWP, permissions can be specifically controlled for each individual action, configuration or process reference. Each permission is made up of the **action permission** and the corresponding **viewing permission**.

Authorisations for various actions can be assigned in the following ways:

- via the action
- via the person
- via the group or
- via a role.

To the detailed sub-articles:

Aktionsberechtigung/Berechtigungstypen[1]	**Einsichtserlaubnis**[2]

Berechtigungen vergeben und steuern[3]

Action permission/permission types

The **action permission** determines who can access an action. There are several different **authorisation types**[4] to enable individual assignments:

- Client permission
- Group permission
- Personal permission
- Role permission

View(ing) permission

The **viewing permission**[5], also referred to as a **competence target**, corresponds to an explicit definition of special persons, groups, etc. that may be viewed when an action is executed.
Example: in the case of an evaluation list, the viewing permission is used to define persons or groups that can be called up during the query (via the organisation chart or a favourites list).

The viewing permission varies depending on the **type of action permission**. The following access authorisation types are available:

- own person
- Org unit
- Org unit and subordinate units
- Role competence
- Special (arbitrary persons & groups)
- own client
- All clients

Negative permission

With a **negative authorisation**, certain persons or groups can be excluded from general authorisation (access to an action).

Checking assigned permissions for actions

If you want to check who has authorisation for a specific action/configuration/process reference, you can do this either via the action itself or via the menu tree.

Authorisation check via the menu tree

This is the quickest way to check who has authorisation for a specific action/configuration or process reference.
Click on the menu item "Menu & actions" > Menu maintenance

- Click on the desired action in the menu tree
- An overview of the authorisations appears on the right-hand side

Authorisation check via the action

Authorisations can also be checked directly via the action or configuration (or process reference).
To do this, click on the menu item Menu & Actions > Actions

- Search for the desired action > Click
- Permissions tab

1. /daisy/personalwolke-admin/2650-dsy.html?language=4
2. /daisy/personalwolke-admin/2656-dsy.html?language=4
3. /daisy/personalwolke-admin/8588-dsy.html?language=4
4. /daisy/personalwolke-admin/2650-dsy.html?language=4
5. /daisy/personalwolke-admin/2656-dsy.html?language=4